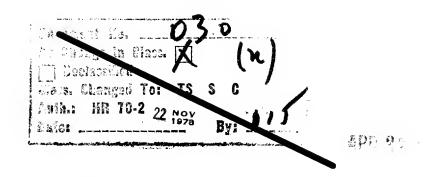
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Fr. (lifton L. Mack Commissioner, Federal Supply Service Concrel Services Administration Fashington 25, D. C.

ear Hr. Hack:

As requested in your letter dated 5 March 1954 to Mr. Allen Tuiles, the electrical typewriters in use in this Agency as of 30 June 1953, have been reviewed to determine if their utilization meets the use standards prescribed by sub-section 204.06 of Chapter III, Title 1 of Fersonal Property Management Regulations of the General Services Administration, promulgated on 15 January 1954.

is a result of that review, it was found that of the 7hh electrical typewriters reported, 76 did not meet the prescribed standards in respect to the number of hours used each day. Of the 26 machines, 17 have been transferred within the using offices where their use now meets the prescribed standards or is justified for retention under paragraph b. of subsection 205.00 of Chapter ITI, Title I of Personal Management Acquistions of the General Services Administration. The remaining 9 machines have been declared excess and returned to the Agency's Logistics Office to be declared surplus or to be placed in stock. A tabular report showing the action taken on each of these 26 machines is shown in Tab A.

Requests for electrical typewriters are being reviewed and approved in accordance with the use standards prescribed and promulated on January 15, 1954, by the General Bervices Administration. These standards have been incorporated into Agency regulations and the Management Staff has been given responsibility for approval as well as a continuous review of the utilization of electrical typewriters.

An enalysis of our requirements indicate to replace worn out equipment, to provide machines on a temporary or substitute basis, and to meet immediate domostic and overseas needs that our minimum stock level should be 94 machines. This is 17 above the number reported in stock as of 30 June 1953. The minimum stock level is

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predicated on experience and domestic and overseas lead time. It is reviewed at regular intervals and revised as necessary in accordance with current requirements, lead time and other pertinent factors.

> 15/ L. K. WETTE Acting Deputy Director

Unclosure

Tabular Report

MS/AVM: ee (27 April 1954)

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